



Special points of interest:

- Four KY groups received a total of \$597,922 in 2002 USDA Value-added Grants
- 2003 USDA Value-added Grant availability to be announced this summer
- SARE Producer Grant availability to be announced August 1
- SARE Community Innovation Grant availability to be announced July 1

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Basic Elements of Grant Writing– Part 1

["Basic Elements of Grant Writing." Corporation for Public Broadcasting. 10 June 2003 <<http://www.cpb.org/grants/grantwriting.html>>.]

The Corporation for Public Broadcasting evaluates hundreds of proposals each year for a variety of funding purposes. This publication is an easy guide to the basic elements of grant writing and is offered to assist applicants to CPB and to other funding sources. It offers guideposts to help you through each stage of the process. These guideposts are transferable to a variety of grant applications. However, we encourage you to carefully read the guidelines written for each grant you select.

Successful grant writing involves the coordination of several activities, including planning, searching for data and resources, writing and packaging a proposal, submitting a proposal to a grantor, and follow-up. Here are some steps that will help.

PREPARATION

You are likely to find preliminary grant writing steps to be the most time



consuming, yet most vital aspect of the process. If done well, your preparatory work will simplify the writing stage.

1. Define your project.

Clarify the purpose of your project and write a mission statement.

Define the scope of work to focus your funding search.

Determine the broad project goals, then identify the specific objectives that define how you will focus the work to accomplish those goals.

(Continued on page 2)

Kentucky 4-H/Youth Development Venture Grants

Friends of Kentucky 4-H, Inc. was awarded a \$2 million grant by the Agricultural Development Board to establish the Kentucky 4-H Venture Capital Endowment. The earnings on the endowment will fund the development, implementation, and evaluation of innovative youth education and programming.

Funding will support the training and development of programming that leads to

innovative and creative enterprises that have a high probability of developing into new business opportunities. Proposals will be accepted from interested applicants once a year. Proposals may request between \$1,000 to \$10,000. **Deadline: July 1**

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Inside this issue:

Basic Elements, cont.	2
Funding Opps. In KY	3
Grant Writing Resources	3
Basic Elements, cont.	4
Subscription Information	4

Basic Elements

(Continued from page 1)

Example:

Goal: To improve production quality.

Objective 1: Recruit advanced production talent.

Objective 2: Train mid-level producers.

Objective 3: Upgrade production equipment.

These goals and objectives suggest the proposal will request support for recruitment activity, production training, and equipment purchase. In contrast, a different proposal with the same goal might focus only on equipment upgrades.

- Decide who will benefit. Benefits may extend beyond the direct beneficiary to include the audience, other institutions, etc.
- Draft expected project outcomes in measurable terms.
- Draft a timeline that includes the planning phase, the period of searching for funds, proposal writing, and the intended project start date. Periodically update the timeline as you learn more about submission deadlines, award timetables, etc.

2. Identify the right funding sources.

- Foundation centers, computerized databases, station development offices, publications, and public libraries are some of the resources available to assist your funding search.
- Do not limit your funding search to one source.
- Look for a match between your project and the grants you seek by looking for consistency between the purpose and goals of your project and the grantor. In addition, pinpoint specific funding priorities and preferences.
- Make direct contact with grantors to support projects like yours.
- Request proposal guidelines. Also request a list of projects previously funded. Perhaps an annual report is available.
- Inquire about the maximum amount available. Also, find out the average size and funding range of awards.
- Determine if funding levels of the grants you select are appropriate for your project. Note whether there is a funding floor or ceiling.
- Find out whether the grantor has other grant sources for which your project is eligible.

3. Contact the grantors.

- Think of the grantor as a resource.
- Identify a project officer who will address your questions.
- Some grantors offer technical assistance, others do not. Ask for technical assistance, including a review of proposal drafts.
- Inquire about how proposals are reviewed and how decisions are made.
- Inquire about budgetary requirements and preferences. Are matching funds required? Is in-kind acceptable as a portion of applicants' share? What may be counted as in-kind, and how might it be applied? Learn about payment processes, including cash flow.
- Remember, the contacts you make may prove invaluable, even if not for now.

4. Acquire proposal guidelines.

Guidelines usually tell you about:

- submission deadlines
- Eligibility
- proposal format: award levels forms, margins, spacing, evaluation process and restrictions on the number criteria of pages, etc.
- review timetable

"Do not limit your funding search to one source."

Kentucky Grants Available

Within our Commonwealth there are funding opportunities to compliment Agricultural Development Fund and KCADE grants. Below are samples of such opportunities.

KY Department of Agriculture

The Kentucky Department of Agriculture (KDA) has grant cost-share programs available.

The 2003 Market Development Cost-share Grant is available to horticulture businesses to conduct trips, so that they may develop new markets for their products. These grants have a 50% cash match requirement and will be awarded on a reimbursement basis. **Deadline: August 15, 2003**

The 2003 Horticulture Advertising Cost-share Grant is available to horticulture businesses. This grant is also based on a 50% cash match with award being made as a reimbursement for actual approved expenses. **Deadline: August 15, 2003**

For more information, contact Kim Mullins at KDA (502) 564-0290, ext. 257 or visit their page at <http://kyagr.com>.

Other Agencies

There are also resources for rural communities to take advantage. The Heritage Council administers two main grant programs designed to identify, protect, and enhance Kentucky's historic and cultural resources. Federal Survey and



Photo: Kara Keeton, 2001

Planning grants are intended to identify historic resources, evaluate their significance, and plan for their future maintenance. The other main grant program, known as State Preservation Grants, provide funding and technical support for the restoration/rehabilitation, stabilization, and protection of historic properties. Federal grant funds are awarded in January of the project year. State funds are distributed in July of the project year. Visit http://www.state.ky.us/agencies/khc/preservation_grants.htm for more information.

"Remember, the contacts you make may prove invaluable, even if not for now."

Grant Writing Resources

No endorsement is intended or made of any hypertext link, product, service, or information either by its inclusion or exclusion from this page. While all attempts are made to insure the correctness and suitability of information under our control and to correct any errors brought to our attention, no representation or guarantee can be made as to the correctness or suitability of that information or any linked information presented, referenced, or implied.

Catalog of Federal Domestic Assistance
[Http://www.cfda.gov](http://www.cfda.gov)

Catalog of Federal Domestic Assistance: Developing & Writing Grant Proposals
<http://www.cfda.gov/public/cat-writing.htm>

EPA: Grant Writing Tutorial
<http://www.epa.gov/grtlakes/seahome/grants.html>

The Foundation Center: A Proposal Writing Short Course
<http://fdncenter.org/learn/shortcourse/prop1.html>

Deborah Kluge, IC: Proposal Pointers & Pitfalls
<http://www.proposalwriter.com/pointers.html>

GrantsDirect.com: Research 101
<http://www.grantsdirect.com/GDMain/research101.htm>

Grant Proposal.com: Advice from Funders
<http://www.grantproposal.com/funders.html>

American Association for the Advancement of Science: Ten Commandments of Private Foundation Grant Proposals
<http://nextwave.sciencemag.org/cgi/content/full/2000/03/09/6>

NIAID Funding: "All About Grants" Tutorials
<http://www.niaid.nih.gov/ncn/grants/default.htm>

Grant Help: Getting Grants
<http://granthelp.clarityconnect.com/school.htm>

UK : Grant & Funding Resource Links
[Http://www.rgs.uky.edu/spd/Links/links.htm](http://www.rgs.uky.edu/spd/Links/links.htm)



*Cultivating Kentucky's
agricultural entrepreneurs*

In an effort to leverage Agricultural Development Funds and inform producers and agricultural organizations of other funding mechanisms, the **KCADE Grant Bulletin** has been developed by the Kentucky Center for Agricultural Development and Entrepreneurship (KCADE).

The **KCADE Grant Bulletin** is an electronic publication geared towards Kentucky's agricultural and natural resources, as well as rural community resources. The **KCADE Grant Bulletin** is available in portable document format (PDF). Internet access to a complete listing of grant opportunities is available at <http://www.kyagpolicy.com/kcade/grant.shtml>.

Subscription to the **KCADE Grant Bulletin** is strictly volunteer. Anyone wishing to be added or removed may do so at any time by contacting the list administrator at govkyagpolicy@mail.state.ky.us. In the future, those interested will be able to subscribe on-line.

Basic Elements

(Continued from page 2)

- budgets
- funding goals and priorities
- award levels
- evaluation process and criteria
- whom to contact
- other submission requirements
- Additionally:
 - Read the guidelines carefully, then read them again.
 - Ask the grantor to clarify your questions.

5. Know the submission deadline.

- Plan to submit your proposal on or preferably be-

fore the deadline.

- Be realistic about whether you have time to prepare a competitive proposal that meets the deadline.
- Know the grantor's policies on late submissions, exceptions, and mail delays.
- Find out how the grantor will notify you about the receipt and status of your proposal. Factor this information into your timeline.

6. Determine personnel needs.

- Identify required personnel both by function and, if possible, by name. Contact project consultants, trainers, and other auxiliary personnel to seek availability, acquire permission to include them in the project, and negotiate

compensation. Personnel compensation is important budget information.

7. Update your timeline.

- This is a good point at which to update your timeline, now that you know about submission deadlines and review timetables. Factor into your schedule time to write multiple drafts, gather relevant and permissible materials, and prepare an impartial critique of your proposal for clarity, substance, and form.